



# Foreign Affairs Manual

## 15 FAM – Overseas Buildings Operations

**Change Transmittal:** OBO-8

**Date:** May 24, 2006

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## 15 FAM 300 LEASED SPACE ABROAD

### Changes

1. **15 FAM 310, General Policy and Guidelines:** There are revisions throughout the subchapter, with an emphasis on use of plain language. 15 FAM 312.6, Safety, Health, and Environment, is a new section.
2. **15 FAM 320, Waiver/Approval Procedures for Short-Term Leases (STLs):** There are revisions throughout the subchapter, with an emphasis on use of plain language. 15 FAM Exhibit 321, Lease Waiver Request Format for Residential Properties, has been revised extensively.
3. **15 FAM 330, Lease Procedures:** There are minor revisions throughout the subchapter, with an emphasis on use of plain language.
4. **15 FAM 340, Lease Agreements:** There are revisions throughout the subchapter, with an emphasis on use of plain language. 15 FAM 341A, Model Lease Explanations and Instructions, and 15 FAM Exhibit 341B, Model Standard Lease, are exhibits that have been revised extensively.
5. **15 FAM 350, Required Lease Documentation:** There are revisions throughout the subchapter, with an emphasis on use of plain language.
6. **Change transmittal** has replaced the term, transmittal letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission.
7. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic and dark magenta will be removed the next time the material is updated. Only current changes will appear in italic and dark magenta. Italic and dark magenta provide an historical record of changes.

8. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 15 FAM 310 (issued under CT:OBO-1, 04-29-2005; 16 pages) and replace it with revised subchapter 15 FAM 310 (17 pages).
2. Remove and discard old subchapter 15 FAM 320 (issued under CT:OBO-1, 04-29-2005; 17 pages) and replace it with revised subchapter 15 FAM 320 (16 pages).
3. Remove and discard old subchapter 15 FAM 330 (issued under CT:OBO-2, 08-26-2005; 4 pages) and replace it with revised subchapter 15 FAM 330 (4 pages).
4. Remove and discard old subchapter 15 FAM 340 (issued under CT:OBO-1, 04-29-2005; 28 pages) and replace it with revised subchapter 15 FAM 340 (36 pages).
5. Remove and discard old subchapter 15 FAM 350 (issued under CT:OBO-1, 04-29-2005; 2 pages) and replace it with revised subchapter 15 FAM 350 (3 pages).
6. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:OBO-8, and initial.

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